

SOFTWARE CONFIGURATION MANAGEMENT FORM

Instructions: Use this form as a cover sheet to identify documents submitted in support of software. It may also be used to report defects or to withdraw or retire previously released software.

Software Identification

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Software Name: _____

Software Version/Release: _____

Purpose

- ☐ Document routing and approval (*see below*).
- ☐ Defect report (*see below*).
- ☐ Distribution (*additional users of released software, see below*).
- ☐ Withdraw/retire the identified software: YMP-LBNL Approval _____
Project Manager Date

Document Routing and Approval

(approval indicates that documents meet the requirements of the procedure except as noted*)

	Submitted by:	Date		Date
Requirements Specification				
Review				
Design Description				
Review				
Software User Documentation				
Review				
Software Validation Report				
Review				
Source and/or executable code				
Software Defect Resolution Report				
Review				

*Comments: _____

Approval for _____
Release Software EA Specialist Date

Approval _____
Project Manager Date

SOFTWARE CONFIGURATION MANAGEMENT FORM (Continued)

Software Defect Report

On an attachment describe and document as completely as possible any suspected defects in the identified software. Forward directly to the Technical Contact for concurrence.

- ☐ No defect in software
- ☐ Defect found (Software Defect Resolution Report required; attach to this form)

Technical Contact

Date

Distribution

Identify the additional YMP-LBNL activity or other YMP participant that will be using the released software. The use of the software by this activity must be encompassed within its use as given by the Requirements Specification.

SCP Activity Number: _____

Title: _____

Identify Application: _____

My review has certified that the software selected is applicable to the problem to be solved and I believe that inputs and assumptions are valid and traceable.

Independent Reviewer

Date

Originator

- ☐ Technical Contact for identified software
- ☐ Principal Investigator for above-named activity
- ☐ Other

Name: _____

Address: _____

Phone No./Fax: _____

Signature: _____ Date: _____

Send this form to: Software EA Specialist